

**Summary Report for Individual Task  
514-42R-5003  
Manage the Band  
Status: Approved**

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DISTRIBUTION RESTRICTION: Approved for public release; distribution is unlimited.

DESTRUCTION NOTICE: None

**Condition:** The band is operating within a garrison or deployed environment in order to provide music throughout the area of operations to instill in our forces the will to fight and win, foster the support of our citizens, and promote our national interests at home and abroad. You are assigned as the enlisted band leader, with a working knowledge of band support sections. There is a requirement to manage the band. The band company has access to supported unit staff and higher headquarters for administrative, logistical, intelligence, and communications. This task may be performed incorporating other Operational Variables (PMESII-PT) and METT-TC constraints within garrison, off-post, and the area of operations. This may include activities, disrupters, terrain and weather, personnel, equipment, time, and legal considerations. These factors address similar considerations expressed in different terms. This task should not be trained in MOPP.

**Standard:** Manage the band, with zero mission failures, in accordance with Army regulations, unit SOPs, local policies and regulations, and senior commanders guidance.

**Special Condition:** None

**Safety Level:** Low

**MOPP:** Never

**Task Statements**

**Cue:** There is a requirement for the enlisted band leader to manage the band.

**DANGER**

None

**WARNING**

None

**CAUTION**

None

**Remarks:** None

**Notes:** None

## Performance Steps

### 1. Manage band human resources section

- a. Enforce unit human resource policies and SOPs.
- b. Oversee Unit Status Report (USR) IAW AR 220-1 to ensure personnel readiness is accurate.  
Note: The Defense Readiness Reporting System-Army (DRRS- Army) is the official USR database.
- c. Ensure personnel accounting, strength reporting, and accurate updates in eMILPO
- d. \*Review/utilize the Unit Manning Report (UMR) according to Ch. 3 sec. XVIII of AR 600-8-6.
- e. Ensure Soldier ERB's are being kept up to date and that they are audited yearly.
- f. Manage enlisted promotions according to AR 600-8-19.
- g. Enforce actions required for separations or discharges IAW AR 635-10.
- h. Manage the Family Care Plan according to AR 600-20 Chapter 5-5 and local policy.
- i. Review the accountability and status of all Soldiers on the Unit Commander's Finance Report (UCFR).  
Note: Refer to AR 735-5, Ch 13 on Financial Liability Investigations
- j. Manage scope and implementation of the Unit Sponsorship Program IAW AR 600-8-8.
- k. Enforce the proper usage and maintenance of Medical Protection System (MEDPROS) data to measure unit/individual medical readiness status.
- l. Keep up-to-date on the latest Military Personnel (MILPER) Messages.
- m. Utilize human resource guidance by higher headquarters (HQ).

### 2. Manage band safety, security and communications section.

- a. \*Enforce Antiterrorism and Force Protection programs.
- b. \*Enforce the Physical Security program.
- c. \*Enforce the Personnel Security program.
- d. \*Enforce the Information Security program.
- e. \*Enforce unit fire and safety policies.
- f. \*Enforce integration of Composity Risk Management (CRM) into all unit operations.

### 3. Manage band operations section.

- a. \*Enforce standard operating procedures (SOP) for the operations section.
- b. \*Enforce SOP for the transportation section.

- c. Ensure all mission statistics are being uploaded into the Army Band Operations Report (ABOR).
  - d. \*Communicate band commander's intent to MPT leaders.
    - (1) Marketing plan for each MPT.
    - (2) Entertainment concepts for each MPT.
    - (3) Messaging.
    - (4) Demographics.
    - (5) Integration of senior commander's guidance.
  - e. Manage coordination of commitment approvals and mission requirements.
    - (1) Establish routing hierarchy with operations section.
    - (2) Maintain knowledge of mission requirements.
  - f. Assist the band commander with training the unit on all technical and tactical tasks.
    - (1) Coordinate with training section to ensure proper scheduling of needed training.
    - (2) Ensure subordinate leaders are trained to standard.
  - g. Maintain discipline, morale, and accountability of band personnel.
    - (1) Ensure MPT leaders are developing subordinate NCOs.
    - (2) Ensure subordinate NCOs are developing Soldiers.
  - h. Advise commander on all matters pertaining to enlisted personnel.
4. Manage band public affairs section.
- a. \*Enforce guidance given to band public affairs with regard to senior commander's vision and guidance.
  - b. \* Enforce proper execution of band marketing plan.
  - c. \*Review marketing materials appropriate to MPT mission focus.
  - d. Coordinate for guidance and/or support from communications outlets in the local area.
5. Manage band training section.
- a. \* Enforce unit mission statement and unit mission essential task list (METL).
  - b. Ensure unit Operations and Training calendars are aligned and do not conflict.

- c. Schedule and administer unit APFTs IAW FM 7-22.
  - d. Enforce the unit's weight control program IAW AR 600-9.
6. Manage band logistics and resource management section.
- a. \*Coordinate band logistics functions through higher HQ regulatory agencies.
  - b. Demonstrate knowledge and use of Army Band Logistics references.
  - c. Enforce budget development and procurement of band resources.
  - d. Enforce maintenance of unit property book in accordance with AR 710-2.

(Asterisks indicates a leader performance step.)

**Evaluation Preparation:** Setup: Ensure that all materials required are available to the Soldier. This task should be evaluated during individual or collective training. Actual mission evaluation is another method of evaluating this task. Brief the Soldier: "You have been tasked to manage the band. You must correctly complete all performance measures in this task."

PERFORMANCE MEASURES	GO	NO-GO	N/A
1. Managed band human resources section.			
2. Managed band safety, security, and communications section.			
3. Managed band operations section.			
4. Managed band public affairs section.			
5. Managed band training section.			
6. Managed band logistics and resource management section.			

**Supporting Reference(s):**

Step Number	Reference ID	Reference Name	Required	Primary
	ADP 3-0	Unified Land Operations	Yes	No
	ADP 5-0	The Operations Process	Yes	No
	ADP 6-0	Mission Command	Yes	No
	ADP 6-22	Army Leadership	Yes	No
	ADRP 7-0	Training Units and Developing Leaders	Yes	No
	AR 190-11	Physical Security of Arms, Ammunition and Explosives, Revision September 05,2013	Yes	No
	AR 220-1	Unit Status Reporting	Yes	No
	AR 220-90	ARMY BANDS	Yes	Yes
	AR 27-10	Military Justice	Yes	No
	AR 350-1	Army Training and Leader Development (*RAR 001, 08/04/2011)	Yes	No
	AR 600-20	Army Command Policy (*RAR 001, 02/11/2009) (*RAR 002, 11/30/2009) (*RAR 003, 04/27/2010) (*RAR 004, 08/04/2011) (*RAR 005, 09/20/2012)	Yes	No
	AR 600-8-19	ENLISTED PROMOTIONS AND REDUCTIONS (*RAR 001, 12/27/2011)	Yes	No
	AR 600-8-2	Suspension of Favorable Personnel Actions (Flags)	Yes	No
	AR 600-8-6	Personnel Accounting and Strength Reporting (Reprinted W/Basic Incl C1-2)	Yes	No
	AR 600-8-8	THE TOTAL ARMY SPONSORSHIP PROGRAM	Yes	No
	AR 600-9	The Army Body Composition Program	Yes	No
	AR 608-1	ARMY COMMUNITY SERVICE	Yes	No
	AR 635-10	Processing Personnel for Separation (*RAR 001, 09/15/2011)	Yes	No
	AR 710-2	SUPPLY POLICY BELOW THE NATIONAL LEVEL	Yes	No
	ATTP 1-19	U.S. Army Bands	Yes	No
	FM 27-10	The Law of Land Warfare	Yes	No
	FM 7-22	Army Physical Readiness Training (Change 001 05/03/2013 8 Pages	Yes	No

**Environment:** Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT. Environmental protection is not just the law but the right thing to do. It is a continual process and starts with deliberate planning. Always be alert to ways to protect our environment during training and missions. In doing so, you will contribute to the sustainment of our training resources while protecting people and the environment from harmful effects. Refer to FM 3-34.5 Environmental Considerations and GTA 05-08-002 ENVIRONMENTAL-RELATED RISK ASSESSMENT.

**Safety:** In a training environment, leaders must perform a risk assessment in accordance with FM 5-19, Composite Risk Management. Leaders will complete a DA Form 7566 COMPOSITE RISK MANAGEMENT WORKSHEET during the planning and completion of each task and sub-task by assessing mission, enemy, terrain and weather, troops and support available-time available and civil considerations, (METT-TC). Note: During MOPP training, leaders must ensure personnel are monitored for potential heat injury. Local policies and procedures must be followed during times of increased heat category in order to avoid heat related injury. Consider the MOPP work/rest cycles and water replacement guidelines IAW FM 3-11.4, Multiservice Tactics, Techniques, and Procedures for Nuclear, Biological, and Chemical (NBC) Protection, FM 3-11.5, Multiservice Tactics, Techniques, and Procedures for Chemical, Biological, Radiological, and Nuclear Decontamination.

1. Live musical performance poses an immediate noise hazard. Hearing protection is required.

2. In the event of a fire, Soldiers will exit the classroom in an orderly manner (last one out closes the door); meet at the location the Primary Instructor has designated; class leaders will hold an accountability formation and report their findings to Primary Instructor.

3. In the event of severe weather or tornado, Soldiers will exit the classroom in an orderly manner; move to the location the Primary Instructor has designated (basement or center of building); class leaders will hold an accountability formation and report their findings to Primary Instructor.

4. It is important for Soldiers to be aware of their surroundings. Hazards such as tripping over wires, falling on musical equipment, lifting or dropping heavy sound reinforcement equipment, working with electricity, etc. need to be mitigated to avoid injury.

5. If the task is performed outdoors, Soldiers should use caution while marching on uneven ground. In the event of severe weather or tornado, the bandmaster may have to make a determination on-site as to extracting sections of, or the entire band, from the mission to mitigate damage to equipment and hazards to Soldiers.

6. When assessing venues, it is important to ensure proper travel safety to and from location, regardless of distance travelled. When assessing the capabilities of a potential venue, it is important to be aware of all safety hazards in the building such as electrical, fire, water, etc.

**Prerequisite Individual Tasks :** None

**Supporting Individual Tasks :**

Task Number	Title	Proponent	Status
514-42R-5006	Evaluate Instrumentalists for Duty as Drum Major	514 - Music (Individual)	Approved
514-42R-4005	Develop Entertainment Concepts for a Music Performance	514 - Music (Individual)	Approved
514-42R-4001	Lead a Music Performance Team in a Music Mission	514 - Music (Individual)	Approved
514-42R-4003	Perform Music at the Senior Musician Level	514 - Music (Individual)	Approved
514-42R-4004	Perform Quickly Prepared Music at the Senior Musician Level	514 - Music (Individual)	Approved
514-42R-4002	Supervise Assigned Band Support Section	514 - Music (Individual)	Approved
514-42R-4006	Develop a Marketing Plan for a Music Mission	514 - Music (Individual)	Approved
514-42R-5005	Communicate Band Capabilities in Support of Senior Commander's Guidance	514 - Music (Individual)	Approved
514-42R-4007	Lead a Music Mentorship Engagement	514 - Music (Individual)	Approved
514-42R-5001	Conduct the Band	514 - Music (Individual)	Approved

**Supported Individual Tasks :**

Task Number	Title	Proponent	Status
514-000-0017	Exercise Command Oversight of the Band	514 - Music (Individual)	Approved

**Supported Collective Tasks :**

Task Number	Title	Proponent	Status
02-2-2404	Provide Mission Command of Music Performance Teams	02 - Music (Collective)	Approved
02-2-2405	Provide Ceremonial Music Support in a Marching Setting	02 - Music (Collective)	Approved
02-2-2406	Conduct Music Performance Team Operations	02 - Music (Collective)	Approved
02-2-2407	Conduct Full Band Support Operations	02 - Music (Collective)	Approved
02-2-2408	Conduct Band Rear Detachment Operations	02 - Music (Collective)	Approved

02-2-2410	Provide Music Mentorship	02 - Music (Collective)	Approved
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**ICTL Data :**

<b>ICTL Title</b>	<b>Personnel Type</b>	<b>MOS Data</b>
42R Skill Level 5	Enlisted	MOS: 42R, Skill Level: SL5